

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

<b>DEPARTMENT:</b>	<b>Department of Corrections and Rehabilitation</b>
<b>POSITION:</b>	<b>Deputy Director, Office of Audits and Court Compliance Division of Internal Oversight and Research CEA Level 3</b>
<b>FINAL FILING DATE:</b>	<b>UNTIL FILLED</b>
<b>SALARY RANGE:</b>	<b>\$8,594 - \$9,760</b>

### DUTIES/RESPONSIBILITIES:

Under the general direction of the Director, Division of Internal Oversight and Research, California Department of Corrections and Rehabilitation (Department), the Deputy Director is responsible for directing a comprehensive internal statewide audit and compliance program for the Department. The Deputy Director directs the daily administrative operations, managerial, and program functions of the Office of Audits and Court Compliance (OACC), performs internal audits and special reviews of the Department's adult and juvenile facilities, headquarters, camps, and parole offices; conducts special prison accreditation reviews relating to the American Correctional Association, compliance reviews for all major nonmedical lawsuit remedial plans, data collection and assessment activities of the Comparative Statistics (COMPSTAT) program; and oversees coordination and tracking activities related to external audit organizations for the Department.

Responsibilities include providing managerial oversight of evaluations and coordination for all OACC programs; planning future activities involving fiscal and program planning; assisting in planning and implementing overall policy, related legislative requirements, and activities for the Department based

on operational necessity; appearing before Legislative and Executive branches of government on policy and compliance issues; providing a proactive approach in protecting the Department's resources, mitigating risk, measuring performance, conducting quality timely and transparent auditing services to reduce fiscal waste, increase efficiency and compliance with departmental operation mandates, and State and federal class-action lawsuits; and to reduce incidents of unfavorable external audits.

Duties include, but are not limited to:

- Serves as the principal policymaker of OACC and plans, develops, implements, administers, and interprets policies and procedures for internal audits, special reviews, and court compliance reviews; directs and oversees the OACC to ensure the Department, its institutions, facilities, contractors, and parole regions are reviewed and monitored for compliance with policies, laws, regulatory changes, and court orders; provides direct executive leadership relative to operational policies to high-level program executives (Wardens, Superintendents, Regional Parole Administrators and Division Chiefs) in support of COMPSTAT.
- Identifies and recommends statewide policy formulation; provides guidance in the implementation of policies, procedures, and protocols pertaining to compliance with existing and future Court Remedial Plans, other related orders, and stipulated agreements; holds a decisive role involving overall department-wide policy related to compliance and high-risk areas, critical to the Department's Strategic Plan and mission; advises executive staff on developing new policy, monitoring existing policy, communicating with other program areas and assessing the impact of this policy on other areas within the Department.
- Identifies and reports on compliance relating to the exceptionally sensitive, complex, and high-profile areas within the Department, requiring the highest level of monitoring and reporting; ensures corrective action plans relative to compliance with departmental policies, rules, regulations, and court orders, are implemented consistently and timely throughout the Department; serves as the Department's subject matter expert for all major nonmedical lawsuits; tracks institutional and statewide trends for compliance concerns.
- Advises the Director, Division of Internal Oversight and Research, and acts directly on matters relative to OACC policies and procedures; represents the Secretary and the Department as the Department's expert relative to audits, compliance, COMPSTAT, and court-compliance policy issues; participates in policy discussions and deliberations for the Department; reports to the Department's Secretary, Undersecretaries, Directors, and the Governor's Office on key issues due to the high level of sensitivity and departmental impact of OACC's operations; has regular contact with the Special Masters, plaintiffs' counsel, Office of the Attorney General, the Courts, Bureau of State Audits, Office of the Inspector General, Department of General Services, Department of Finance, State Controller's Office, Little Hoover Commission, Governor's Office, Legislature, and other interested stakeholders; serves as a member of Secretary's Executive Management Team.

## **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status, as defined in Government Code 18546.

### **Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

### **Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

## **KNOWLEDGE AND ABILITIES:**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and

effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

#### **DESIRABLE QUALIFICATIONS:**

1. Experience in the formulation and implementation of procedures, policies, and programs for internal audits, adult and juvenile compliance reviews, and court compliance reviews.
2. Experience in development and implementation of corrective action plans relative to compliance with departmental policies, rules, regulations, and court orders.
3. Ability to develop and evaluate long and short-range goals to ensure effective utilization of departmental resources and ensure that statewide standards are developed, implemented, and maintained as designed.
4. Knowledge of adult and juvenile correctional operations, State government, and the issues currently faced by the CDCR.
5. Ability to communicate effectively, both orally and in writing, with various stakeholders, including the Governor's Office, CDCR executive staff, Special Masters, plaintiffs' counsel, Office of the Attorney General, the Courts, Bureau of State Audits, Office of the Inspector General, Department of General Services, Department of Finance, State Controller's Office, Little Hoover Commission, and the Legislature.
6. Demonstrated leadership; flexibility, and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of the Deputy Director, Office of Audits and Court Compliance.
7. Experience in personnel management and supervision which demonstrates the ability to motivate staff and manage large groups; and knowledge of a manager's role in providing equal employment opportunity in the work place.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

## EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. The desirable qualifications **MUST** be addressed and numbered in the same order as is listed. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. **THE STATEMENT OF QUALIFICATIONS CANNOT EXCEED FOUR PAGES IN LENGTH OR BE LESS THAN SIZE 12 FONT. FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN ELIMINATION FROM THE EXAMINATION. APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

[www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html)

## USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Deputy Director, Office of Audits and Court Compliance, Division of Internal Oversight and Research, CEA Level 3 vacancy. For further information regarding this position, please contact Doug Ashmore at (916) 324-3289 or [Douglas.Ashmore@cdcr.ca.gov](mailto:Douglas.Ashmore@cdcr.ca.gov).

## FILING INSTRUCTIONS:

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted to Doug Ashmore, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 100-S, Sacramento, California.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

**GENERAL INFORMATION:**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.